



NorthBay Weekend Guest Service & Information Form – Not Exclusive Use

TRIP INFORMATION & ASSIGNMENT TEAM

Group Name:	Trip Dates:	Office Phone:	NUMBERS
Camp Manager:	Cell Phone:	E-mail:	Campers & Leaders:
Address:			Assignment Team & Families:
Work Crew Boss:	Phone:	Dr./EMT/Nurse:	Work Crew:
Program Director:	A/V Contact & email (band needs):		Adventure Work Crew:
Earliest Arrival Time is 4pm			Doctor/Nurse/EMT & Family:
Staff/Program Arrival:	Camper Arrival:	Work Crew Arrival:	TRIP TOTAL:

MEAL SCHEDULE

Unless otherwise noted, the number to be served will be your trip total. All meals will be decided by the primary group and will be communicated to all groups on camp at least 3 weeks prior to the weekend. Please note that mealtimes are set at the times listed below:

- Friday Dinner : 6:00 pm
- Saturday Breakfast: 9:00 am
- Saturday Lunch: 12:00 pm
- Saturday Dinner: 6:00pm
- Sunday Brunch: 10:00 am (campers must be moved out of cabins prior to brunch)

Will your group be attending Friday night dinner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, work crew must arrive at least 1 hour prior to this meal.
Would your group like to add a snack provided by NorthBay?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	When?

Any special dietary needs? Vegetarians? Please explain:

ACTIVITIES

Activities are open Saturday from 1-5:00pm. Activities include ropes course, zip line, indoor & outdoor climbing wall, canoeing and kayaking. There are no sign-ups for these activities; they are conducted on a first-come-first-serve basis. Activities may be subject to weather and will require your group to provide adventure work crew to assist our staff in running our adventure activities. Typically we need 2 volunteers to assist at each activity. The number of adventure work crew that you are required to bring depends on the number of groups that are booked for your particular weekend. Please communicate with the guest service staff about this.

Special Notes:

- Ropes Course maximum capacity: 20 people/hour (daylight hours only)
- Zip Line maximum capacity: 20 people/hour (Land and water zip lines cannot run at the same time)
- Indoor & Outdoor Climbing Wall: 25 people/hour
- Giant Swing: 70 people/hour
- Waterfront & Pool: Available May through October, 15 kayaks and 15 canoes with life jackets and oars are provided

The Snack Bar is open from 2-5pm on Saturday. Would your group like the snack bar open for an additional \$50 per opening?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	When?
--	------------------------------	-----------------------------	-------

HOUSING

Housing Notes:

- Work Crew and guests staying in Kestrel will receive linens at no additional cost.
- Cabins with handicapped accessible bathrooms are Smuggler, Diamondback, Bohemia, Flycatcher, Watershed, & Maelstrom
- Along with this form, you will be given a housing form which will communicate your housing assignments. On this form you can indicate:
 1. If you need any mattresses on the floor. (contact your guest services host for the number of additional mattresses available)
 2. Names of people who will be housed in the Kestrel apartments & if you would like the room setup as one king-size bed or two twin-size beds.
 3. Any other special requests

Would you like NorthBay to provide LINENS? (towel, flat & fitted sheets, pillow case)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Would you like the cabin doors locked & keys issued to leaders? (Cabins will be unlocked otherwise)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

SCHEDULE AND PROGRAM NEEDS

Schedule:

Please send a copy of your program schedule/agenda along with this completed form so we will be able to provide for your needs. Please indicate locations for your meetings during your trip. Keep a copy of this form for your records. If we do not have a schedule three weeks prior to your trip date, we reserve the right to set meals and times.

Program Needs:

1. Please inform your program director that props specific to their program must be brought with them.
2. The property requests that you provide program techs to be in charge of audio/visual equipment and program support. The property host will give them instruction upon arrival. For an additional price you may contract a fully trained NorthBay A/V tech for an optimal theater experience including special lighting, sound, projection...etc. Details are found in the NorthBay Guest Group Planning Packet.
3. Please communicate A/V needs and any other notes in the following section.

Equipment Available in Theater	Using?	# Needed	Notes:
Wired microphones	<input type="checkbox"/>		
Wireless handheld microphones	<input type="checkbox"/>		
Lapel microphones	<input type="checkbox"/>		
Band inputs	<input type="checkbox"/>		
LCD Projector	<input type="checkbox"/>		
PC Computer (w/PowerPoint)	<input type="checkbox"/>		
Laptop Hookup	<input type="checkbox"/>		
iPod Hookup	<input type="checkbox"/>		
DVD Player	<input type="checkbox"/>		
VCR	<input type="checkbox"/>		
Sound Recording (must provide own CD-R)	<input type="checkbox"/>		
Other:	<input type="checkbox"/>		
Other:	<input type="checkbox"/>		

Equipment Available outside of Theater	Using?	# Needed	Where & When?
THE Mobile Sound Stage	<input type="checkbox"/>		
Gym sound system	<input type="checkbox"/>		
Portable video projector and screen	<input type="checkbox"/>		
Portable audio system	<input type="checkbox"/>		
Overhead Projector	<input type="checkbox"/>		
DVD Player	<input type="checkbox"/>		
VCR	<input type="checkbox"/>		
Other:	<input type="checkbox"/>		
Other:	<input type="checkbox"/>		

Any Other Notes:

Additional Meeting Spaces	Group size
Administration Conference Room	15
Turkey Point Theatre	600+
Horseshoe Point	175
Roost – Kestrel Upper Lobby	75
Lighthouse leader's lounge	70
Roost – Goshawk Upper Lobby	60
Woody's	50
Roost – Kestrel Lower Lobby	40
Roost – Goshawk Lower Lobby	40
Hog's Back – arts & crafts room	35
Hog's Back – computer lab	25

Signature of Camp Manager:

Date:

Please e-mail this completed form to the e-mail address you received it from, or fax it back to us at least 3 weeks prior to your trip.

NorthBay Guest Services
11 Horseshoe Point Lane
North East, MD 21901
Office 443.967.0500
Fax 888.447.8514